

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
CRIMINAL JUSTICE USERS GROUP
MEETING MINUTES
MONDAY, OCTOBER 9, 2017**

The DELJIS Criminal Justice Users Group was held at Dover Police Department located at the Dover Police Department Public Assembly Room 400 South Queen Street, Dover, DE. Ms. Bell called the meeting to order at approximately 10:05 a.m.

Those in attendance included:

Peggy Bell	DELJIS	Tracy Henderson	WPD
Kelly Knutkowski	DELJIS	Susan Hearn	NCC Superior Crt
David Elwood	DELJIS	Lisa Gonzalez	NCC Superior Crt
Roy Bryant	DSP Troop 3	Kari Glanden	DeIDOT
Mary Beth Devine	WPD	Tammy Hyland	DSP DIAC
Isabella Kaplan	DTI	Ava Carcirieri	Family Court
Durk Lee	DTI	Chris Menge	Dover PD
Mark Little	DSP Troop 4	Renee Rigby	DSP
Mark Justice	DSP Troop 5	Lisa Seymour	DSP/SBI
Ray Sammons	DELJIS	Robert Fox	State Fire Marshal
Chris Chandler	UDPD	Gregg Shelton	Elsmere PD
Charlotte Walsh	JP Court	Alexander Hassman	Dover PD
Donna Massey	Seaford PD		

I. REVIEW OF MEETING MINUTES

A motion was made by Mr. Sammons to approve the August 2017 DELJIS CJ Users Group meeting minutes and seconded by Ms. Seymour. All approved. Motion carried.

II. REVIEW OF AUTOMATED SYSTEM USAGE

Ms. Bell reviewed the automated system usage statistics report with the attendees and reported that the old LEISS will be decommissioned on January 1, 2018 with the exception of all record users.

III. DISCUSSION ITEMS

- a. Review of DELJIS Status Report- Ms. Bell reviewed the DELJIS Project Status Report with the attendees (See attached). Ms. Bell reported that the issue in the new LEISS with recovering stolen vehicles has been resolved; all vehicles can now be recovered in the new LEISS.
- b. NIBRS-Ms. Rigby stated that Ms. Shepard has submitted data as of August 2017 to the FBI and they are still working on the edits with LEISS and other problems as they arise. Ms. Bell noted that DELJIS has been following up with local law enforcement to complete and approve reports. Users will only see 300 unapproved

items in the work queue, so if they're looking for their report they will only be able to see the first 300 items. The work list should never have over 300 reports in queue, contact DELJIS if you need a work list.

- c. LEISS- There were no updates or concerns. There was an update that went out that caused an error over the weekend but has been resolved.
- d. E-Ticket/E-Crash- There were no updates or concerns.

Questions/Comments

Ms. Bell reported that agencies need to clear the missing juvenile reports when the juvenile has had any police contact. DELJIS send out the missing juvenile warrants every Tuesday and are cross referenced to the complaint and arrest file to check if there has been police contact. If the missing juvenile had police contact, the warrant needs to be cleared. DELJIS will continue to follow up with agencies on this issue.

Ms. Bell noted that DELJIS is asked to run a report of wanted individuals that fall into the "caught and released" category. There is also a concern of individuals who are in DOC who have active warrants. DELJIS runs a monthly report that has a list of all of the individuals in DOC with warrants and every agency's TAC has access to the report. DELJIS is contacting the police to address this.

There was discussion that some officers drop off the individuals at DOC and the officer may assume that DOC is going to do the arrest processing on the officer's charges and it's not happening. When officers are done clearing the warrants, the individuals need to be fingerprinted and officers need to complete the arrest processing.

Ms. Bell announced that if any agency is hiring new people or has someone who needs DELJIS training to contact DELJIS to have the person scheduled for training. DELJIS will be training the DSP Academy for the next few weeks so the DELJIS training calendar may look different, but DELJIS will make accommodations for individuals who need training.

Ms. Hyland stated there was an instance where a victim had a no contact order in place and when the no contact order was violated the victim didn't receive a VINE notification. Ms. Bell clarified that VINE system only does court cases, DOC movements, and PFA notifications. Victims have to voluntarily register through VINE and aren't notified automatically. If a case with the no contact order is transferred to another court, the court that accepts the case can determine if they will keep the no contact order in place. Ms. Bell stated that the biggest problem encountered with no contact orders is that no one is checking the no contact file to check if there is a no contact order. Superior Court and Court of Common Pleas are going to be creating an order similar to a PFA. With the passage of new legislation, HB222 is a lethal violence protection order. There will be more information available on the lethal violence protection order as DELJIS is made aware of the courts' direction.

IV. NEW BUSINESS

Ms. Bell discussed how the civil marijuana and civil paraphernalia charges are being handled by the courts. Some of the misdemeanor marijuana and paraphernalia charges are transferred to another court and pleaded down to civil. The civil charges are unable to be expunged. Ms. Bell said that she is working with DOJ to see why a civil charge can't be expunged. There's also an issue with the higher courts where they have the option to put responsible for non-civil charges, so DELJIS is working on coding so responsible is not an option for disposition on those charges and working with JIC to address this problem.

Mr. Chandler asked about the status on the two factor authentication. Ms. Bell stated the two factor authentication is anticipated to be released in early January. Users will get key fobs in November and December. If you're on a virtual private network you won't need two factor authentication, but when you leave the VPN you will need either a key fob or the Entrust application for two factor authentication. DELJIS has ordered the key fobs for most of the agencies, but individuals can't have both the Entrust Application and the key fob token. You can only have one or the other. DSP users will need to contact their ISS and other state agencies need to contact their point of contact about two factor authentication.

V. PUBLIC COMMENT

There was no public comment.

VI. ADJOURNMENT

A motion was made by Ms. Devine to adjourn the meeting and seconded by Ms. Seymour at approximately 11:13 a.m.